



CITY OF COLLEGE STATION POLICE DEPARTMENT



Criminal Investigations Intern

COMPENSATION: **Unpaid**

DATES: ***Fall Session: August 2015 – December 2015***

HOURS: **(Flexible / Not to exceed 40 hours per week) (2 positions will be required to work hours on Monday, Wednesday and Friday and 2 positions will be required to work on Tuesday and Thursday)**

JOB SUMMARY:

The Criminal Investigation Intern is a qualified undergraduate or graduate student (all majors welcome) with an interest in learning about the criminal justice system and the police department. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of law enforcement from the perspective of the criminal investigation division.

The Criminal Investigation intern performs a variety of administrative and operational duties as developed and assigned by the CID commander, to include case follow-up, contacting victims & witnesses, write police reports, review transcripts and assist detectives.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist the detectives with case follow-up.
2. Review cases and transcripts.
3. Contact victims and witnesses about cases.
4. Job Shadow detectives.
5. Learn about the police department's role in the criminal justice system.
6. Learn about the criminal justice system by attending trials.
7. Assist detectives by writing police reports and supplements.

QUALIFICATIONS:

Required: Currently undergraduate or graduate student (all majors accepted) interested in criminal justice. Knowledge of research techniques, methods, and procedures. Ability to operate a variety of office equipment to include a personal computer and a variety of computer software. Excellent interpersonal/communication skills. Possession of a valid Texas Driver's License.